

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 14 November 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 6 - 12 November 1956

1. Numbers in Clerical Induction Training. During the week of 6 November there were 67 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 30 people for the week of 6 November.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 6 November were as follows:

| | Tested | Qualified |
|-------------|--------|-----------|
| Shorthand | 9 | 1 |
| Typewriting | 17 | 7 |

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 6 November were as follows:

| | Tested | Qualified |
|-------------|--------|-----------|
| Shorthand | 3 | 0 |
| Typewriting | 3 | 1 |

25X1

5. Chief, Clerical Refresher Attends Business Education Meeting. Mrs. [REDACTED], Chief, Clerical Refresher Training, attended the Virginia Business Education Association in Richmond, Virginia on 2 November 1956. At this meeting Mrs. Marion Wood of IBM lectured on "Automation - Its Challenge to you" and Robert Slaughter, Vice President and General Manager, Gregg Publishing Company - McGraw-Hill Book Company, discussed the subject, "The Business World Looks at Automation."

25X1

6. English Usage Class Concluded. English Usage was given at the request of FDD/OO at [REDACTED] Building from 15 October to 9 November for one hour a day. Twenty-two employees completed the course. The comments of the individual members of the class indicated that they appreciated the instruction and derived a great deal of benefit from it. Many expressed a desire to have the class extended because they felt that the period of instruction was too short for their needs.

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7. Meeting on Agency Clerical Testing. A series of meetings has been begun for the purpose of discussing possible changes in the Agency qualification requirements in shorthand and typewriting as well as in the pattern of testing. Represented at these meetings have been members of Testing Services Branch, Assessment and Evaluation; Interim Assignment Section, Placement Assignment Division; Clerical Placement Branch, Personnel Office; and Clerical Training, Office of Training.

25X1 8. Instructors Meet with FBI Training Officers. In an effort to begin a study of training courses offered in the techniques of dictating, arrangements were made for Mrs. [redacted] and 25X1 Mrs. [redacted] of the Clerical Training staff to confer with FBI training officers. Mrs. [redacted] visited that 25X1 office on Friday, 9 November 1956.

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OTR/CT:MAH:jdm (14 November 1956)

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